

ATTACHMENT C: Financial Form Instructions  
Request for Proposals

**INSTRUCTIONS FOR ATTACHMENT D FINANCIAL FORMS**

**RFP Criterion #2 – Financial (30%)**

***Note to Offeror and/or Offeror-Guarantor:***

*In the event the Offeror is not yet in existence, provide the information described below with respect to both the to-be-formed entity and the parties having an interest in the entity to be formed (for purposes of these instructions, all are referred to as Offerors). The submission must include a letter from each Offeror-Guarantor that unconditionally states and guarantees that the Offeror-Guarantor will provide the Offeror with all funding, management and other resources required as terms in the Draft Lease and offered in the proposal submitted. The Offeror must complete all provided forms.*

The following instructions reference Attachment D. Attachment D is an excel spreadsheet with tabbed tables and forms. Attachment D must be completed and submitted in order for the Offeror's proposal to be deemed responsive.

**Attachment D – Tab 1 Business History Form**

Complete the **Business History Information** form on the first tab of the Attachment D Excel file:

Financial Information & Business History Form RFP Criterion #2	
Provide business history information for the Offeror. If the Offeror is not yet formed, provide a business history form for each Offeror-Guarantor.	
The information provided below is for this individual or entity: _____	
1) Has Offeror ever defaulted from or been terminated from a lease or contract or been forbidden from contracting by a public agency or private company?	
YES	NO
If YES, provide full details of the circumstances	
2) List all Bankruptcies, Receiverships, Foreclosures, Transfers in Lieu of Foreclosure, and Work-Out/Loan Modification Transactions during the past five years. Attach an explanation of the circumstances, including nature of the event, date, type of debt (e.g., secured or unsecured loan), type of security (if applicable), approximate amount of debt, name of lender, resolution, bankruptcy plan, and other documentation as appropriate. (If none, then so indicate).	
3) Describe any pending litigation or administrative proceeding (other than those covered adequately by insurance) that, if adversely resolved, could materially impact the financial position of the Offeror. (If none, then so indicate).	
4) Describe all lawsuits, administrative proceedings, or bankruptcy cases within the past five years that concerned the Offeror's alleged inability or unwillingness to meet its financial obligations. (If none, then so indicate).	
5) Describe any liens recorded against the Offeror within the past five years (whether from taxing authorities or judgments) and, if resolved, provide a copy of any lien release. (If none, then so indicate).	
I hereby certify, under penalty of perjury, that the information provided in this Business History Information Form is accurate and complete.	
Offeror's Name (or Offeror-Guarantor's Name)	
By: _____	
Printed Name: _____	
Authorized Officer (if applicable): _____	

### Attachment D – Tables 1 and 2: Business Financial Statement- Fiscal Year Balance Sheet

This information is required to verify there are enough funds available to be able to pay the required expenses to operate the facility in accordance with the requirements of the Draft Lease and to satisfy any other existing debt or obligations. If the Offeror's total debts or obligations exceed current assets, provide a narrative explaining how these debts will be paid.

Financial Statements include both an Income Statement and a Balance Sheet. An Income Statement lists all of your income and expenses as of the last day of your most recent fiscal year. A Balance Sheet lists everything that you own and everything that you owe as of a certain date.

By signing the Offeror's Transmittal Letter, you certify that the information you provide is complete, true, and correct.

If the entity/organization wishing to submit a response to the RFP is not yet formed, each individual having an interest in the entity to be formed should submit the appropriate Financial Statements as set forth below.

#### The Service requires all existing business entities to submit Business Financial Statements.

Provide, at a minimum, an audited or reviewed (i) Income Statement for the two most recent fiscal years and (ii) Balance Sheets for the most recent fiscal year. Business Financial Statements should reflect the entity's business as a whole, including all operations both inside and outside of the Area.

If the entity does not have audited or reviewed Financial Statements, complete the Most Recent Fiscal Year Balance Sheet (Table 1), the Historical Income Statement (Table 2) as show below. .

Forms shall be filled out in the provided excel format in Attachment D Financial Forms.

Table 1: Business Financial Statement- Most Recent Fiscal Year Balance Sheet		
For Fiscal Year Ending:		
Business Financial Statement- Most Recent Year Balance Sheet		
RFP Criterion #2		
1	Cash in Bank	\$
2	Accounts Receivable	\$
3	Inventory	\$
4	Other Current Assets (Describe)	\$
5	<b>Total Current Assets (add lines 1-4)</b>	0
6	Personal Property (Equipment) Items	\$
7	Other Fixed Assets (Describe)	\$
8	(LESS Accumulated Depreciation)	\$
9	<b>Total Fixed Assets (add lines 6-7, minus line 8)</b>	#/VALUE!
10	<b>Total Assets (add lines 5 &amp; 9)</b>	#/VALUE!
11	Accounts Payable	\$
12	Bank Loans Outstanding	\$
13	Loans due to Owners	\$
14	Other Current Liabilities (Describe)	\$
15	<b>Total Current Liabilities (add lines 11-14)</b>	0
16	Long-Term Liabilities (Describe)	\$
17	<b>Total Liabilities (add lines 15 and 16)</b>	#/VALUE!
18	<b>Total Net Worth (line 10 minus line 17)</b>	#/VALUE!
Describe the information in lines 4, 7, 14 & 16 below:		

Table 2: Business Financial Statement- Historical Income Statement		
Business Financial Statement - Historical Income Statement		
RFP Criterion #2		
Some lines may not be used, place "N/A" in these lines.		
Include revenues and expenses related to the business as a whole, including any operations both inside and outside of the Area.		
	Year 1	Year 2
1	<b>Revenues</b>	
1a	Revenue Source 1	\$
1b	Revenue Source 2	\$
1c	Revenue Source 3	\$
1d	Revenue Source 4	\$
2	<b>Total Revenues (add lines 1a-1d)</b>	0
3	<b>Cost of Sales</b>	
4	<b>Total Cost of Sales</b>	\$
5	<b>Gross Profit (line 2 minus line 4)</b>	#/VALUE!
6	<b>Direct Expenses</b>	
6a	Salaries and Wages	\$
6b	Payroll Taxes and Benefits	\$
6c	Operating Supplies	\$
6d	Car and Truck Expenses	\$
6e	Other Direct Expense 1	\$
6f	Other Direct Expense 2	\$
7	<b>Total Direct Expenses (add lines 6a-6f)</b>	0
8	<b>Undistributed Expenses</b>	
8a	Administrative and General	\$
8b	Marketing (Advertising)	\$
8c	Utilities	\$
8d	Repair and Maintenance	\$
8e	Other Undistributed Expense 1	\$
8f	Other Undistributed Expense 2	\$
9	<b>Total Undistributed Expenses (add lines 8a-8f)</b>	0
10	<b>Fixed Expenses</b>	
10a	Insurance	\$
10b	NPS RENT	\$
10c	Other Fixed Expense 1	\$
10d	Other Fixed Expense 2	\$
11	<b>Total Fixed Expenses (add lines 10a - 10d)</b>	0
12	<b>Total direct, undistributed and fixed expenses (add lines 7, 9 and 11)</b>	0
13	<b>EBITDA* (Line 9 minus line 12)</b>	0
14	Depreciation and Amortization	\$
15	Interest	\$
16	<b>Net Income Before Income Taxes (Line 13, minus lines 14 &amp; 15)</b>	#/VALUE!

\*Earnings before Interest, Taxes, Depreciation and Amortization

### **Attachment D – Table 3: Personal Financial Statement**

Provide a CURRENT (within the last ninety (90) days) and complete **Business Credit Report with a Credit Score** in the name of the Offeror from a major credit reporting company such as Equifax, Experian, TRW or Dun & Bradstreet. If the credit report includes negative information, provide a narrative explanation.

If you cannot obtain a Business Credit Report, submit Personal Credit Reports for each Offeror. For partnerships, submit a personal Credit Report for each general partner. Corporations must submit a Business Credit Report.

In the event the proposed Offeror is an entity not yet in existence, submit credit reports for each party having an interest in the entity to be formed. Submit a Business Credit Report if it is a business entity that will have an interest in the entity to be formed. Submit a Personal Credit Report if it is an individual that will have interest in the entity to be formed.

<b>Table 3: Personal Financial Statement</b>		
<b>Personal Financial Statement</b>		
<b>RFP Criterion #2</b>		
<b>Name:</b>		
<b>As of Date:</b>		
<b>% Ownership:</b>		
1	Cash in Bank	\$
2	IRA and Other Retirement Accounts	\$
3	Stocks & Bonds in Taxable Accounts	\$
4	Real Estate	\$
5	Accounts and Loans Receivable	\$
6	Life Insurance (Cash Surrender Value Only)	\$
7	Automobile (Present Value Only)	\$
8	Other Personal Assets (Describe)	\$
9	<b>Total Assets (add lines 1-8)</b>	0
10	Accounts Payable	\$
11	Bank Loans Outstanding	\$
12	Mortgage Loans Outstanding	
13	Other Loans Outstanding (Describe)	\$
14	Unpaid Tax Liability	\$
15	Other Liabilities (Describe)	\$
16	<b>Total Liabilities (add lines 10-15)</b>	0
17	<b>Total Net Worth (add lines 9 and 16)</b>	0
18	Salary	\$
19	Investment Income	\$
20	Other Income (Describe)	\$
21	<b>Total Income (add lines 18-20)</b>	0
22	Endorsements or Guarantees	\$
23	Other Contingent Liabilities (Describe)	\$
24	<b>Total Contingent Liabilities (add lines 22-23)</b>	0
<b>Describe the information in lines 8, 13, 15, 20 &amp; 23 below:</b>		

**Attachment D – Table 4: Personal Property (owned or leased), Furniture, Fixtures & Equipment (FF&3)**

Demonstrate your proposal is financially viable and that you understand the financial obligations of the Draft Lease by identifying the personal and other property (non-government owned property), whether owned or leased, that will be used in connection with operations at Bay 9 and Riis Beach.

Using Table 4 in Attachment D, list the personal property you own and which you plan to use in connection with your operations inside of the Par. Provide an estimate of its current monetary value. Do not include any personal property you use for your operations outside of the Park.

Also list all of the personal property that you intend to acquire (whether by purchase or by lease) to operate the Bay 9 facility.

<b>Table 4: Personal Property (owned or leased) to be used in the Draft Contract</b>		
<b>Personal Property (owned or leased) to be used in the Draft Contract</b>		
<b>RFP Criterion #2</b>		
<b>Personal Property (owned or leased)</b>	<b>Quantity</b>	<b>Value of Currently <i>Owned Personal Property</i></b>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Value of Currently Owned Personal Property</b>		<b>0</b>
<b>Personal Property (owned or leased)</b>	<b>Quantity</b>	<b>Value of Personal Property that will be <i>Acquired or Leased Prior to Operation</i></b>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total Value of Personal Property Investment</b>		<b>0</b>

**Attachment D – Table 5: Start-Up Costs**

Estimate the start-up costs needed to begin operating the business (within the Park only) and use those estimates to complete the Table 5 in Attachment D. **Only provide estimates for those items you need to acquire in order to begin operating. Do not include costs for items you already own.** For working capital (cash), estimate the amount of cash you will need to have available after purchasing the other items (please describe) in order to begin operating the business. For example, working capital would include salaries and rent you will pay before you generate income from the operations in the Park.

The total “Value of Personal Property Investment that will be Acquired Prior to Operation” that you listed in the previous table should be equal to the amount you list for Personal Property in this table.

<b>Table 5: Start-Up Costs</b>	
<b>Estimate of Investment Required to Begin Operations in the Draft Contract</b>	
<b>RFP Criterion #2</b>	
<b>Acquisition/Investment Category</b>	<b>Acquisition/Investment Amount</b>
Personal Property (Equipment)	\$
Merchandise (Inventory)	\$
Supplies	\$
Working Capital (Cash)	\$
Other (Describe)	\$
<b>Total Funds Needed</b>	<b>\$</b>
<b>Describe “Other” investment listed in the table:</b>	

**Attachment D – Table 6: Prospective Income Statement**

Demonstrate that your proposal is financially feasible while carrying out the terms and conditions of the Draft Lease by completing the following Prospective Income Statement, Table 8 in Attachment D.

- Estimate the amount of income and expenses for the proposed operation for the first year of operation. We included blank lines on the prospective income statement for your estimates for any additional expense categories. Describe those categories, if any, on the blank lines.
- Include only revenues and expenses related to the services in your proposed offer. Do not include other services you may provide outside the Park or any services that are not authorized in the Draft Lease in Attachment A.
- Fully explain the assumptions on which you base your projections and provide sufficient details so we understand your assumptions. Provide revenue estimates by department, if applicable.

***Additional Instructions for completing Table 6 Prospective Income Statement:***

Line 1:	Show revenues by source and activity (i.e., food, beverage, retail, mobile, rentals, etc.)
Line 8a:	Administrative and General includes the costs of managing the business and may include items such as: credit card commissions; legal and accounting fees; travel; meals and entertainment; postage and printing; professional training; telecommunications expenses; etc.
Line 10a:	Insurance: As required in Exhibit C of the Draft Lease (Attachment A)
Line 13:	EBITDA: Earnings before Interest, Taxes, Depreciation and Amortization

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Table 6: Prospective Income Statement			
Prospective Income Statement (RFP Criterion #2)			
<p>If a line is marked with an asterisk, see additional notes on the previous page. Some lines may not be used, place "N/A" in these lines.</p> <p>Include only revenues and expenses related to the services required and authorized by the Draft Contract inside the Area in your prospective income statement. Do not include other services you provide outside the Area. This is unlike the Income Statement you provided in Subfactor 4a.</p>			
		Year 1	Assumptions
1	<b>Revenues*</b>		
	1a Revenue Source 1 _____	\$ _____	
	1b Revenue Source 2 _____	\$ _____	
	1c Revenue Source 3 _____	\$ _____	
	1d Revenue Source 4 _____	\$ _____	
2	<b>Total Revenues (add lines 1a-1d)</b>	0	
3	<b>Cost of Sales</b>		
4	<b>Total Cost of Sales</b>	\$ _____	
5	<b>Gross Profit (line 2 minus line 4)</b>	#VALUE!	
6	<b>Direct Expenses</b>		
	6a Salaries and Wages _____	\$ _____	
	6b Payroll Taxes and Benefits _____	\$ _____	
	6c Operating Supplies _____	\$ _____	
	6d Car and Truck Expenses _____	\$ _____	
	6e Other Direct Expense 1 _____	\$ _____	
	6f Other Direct Expense 2 _____	\$ _____	
7	<b>Total Direct Expenses (add lines 6a-6f)</b>	0	
8	<b>Undistributed Expenses</b>		
	8a Administrative and General* _____	\$ _____	
	8b Marketing (Advertising) _____	\$ _____	
	8c Utilities _____	\$ _____	
	8d Repair and Maintenance _____	\$ _____	
	8e Other Undistributed Expense 1 _____	\$ _____	
	8f Other Undistributed Expense 2 _____	\$ _____	
9	<b>Total Undistributed Expenses (add lines 8a-8f)</b>	0	
10	<b>Fixed Expenses</b>		
	10a Insurance* _____	\$ _____	
	10b NPS RENT (Annual) _____	\$ _____	
	10c Other Fixed Expense 1 _____	\$ _____	
	10d Other Fixed Expense 2 _____	\$ _____	
11	<b>Total Fixed Expenses (add lines 10a - 10d)</b>	0	
12	<b>Total direct, undistributed and fixed expenses (add lines 7, 9 and 11)</b>	0	
13	<b>EBITDA* (Line 9 minus line 12)</b>	0	
14	Depreciation and Amortization _____	\$ _____	
15	Interest _____	\$ _____	
16	<b>Net Income Before Income Taxes (Line 13, minus lines 14 &amp; 15)</b>	#VALUE!	
Line 1:	If applicable, show revenues by departments (separate revenue activities- e.g., food, beverage, merchandise, mobile, rental revenue, etc.).		
Line 8a:	Administrative and General include the costs of managing the business and may include items such as: credit card commissions, legal and accounting fees; travel, meals and entertainment; postage and printing; professional training; and telecommunications expenses, etc.		
Line 10a:	Insurance: As required in the Draft Lease		
Line 12:	Earnings before Interest, Taxes, Depreciation and Amortization		